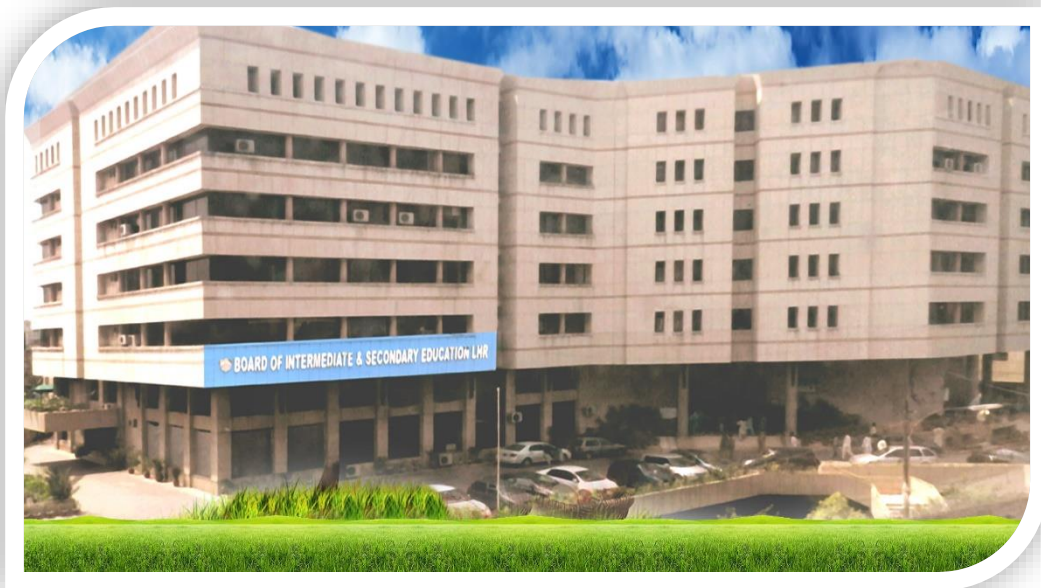


**BOARD OF INTERMEDIATE AND
SECONDARY EDUCATION, LAHORE**



**BRANCH WISE JOB
DESCRIPTION**



JOB DESCRIPTION
CHAIRMAN
The Chairman shall exercise control over the office of the Board as its principal executive and academic officer and shall do all acts to ensure that the officers and the staff properly perform the duties entrusted to them.

JOB DESCRIPTION	
SECRETARY	
(i)	The Secretary shall, subject to the control of the Chairman, be incharge of the academic and administrative sector of a Board's office and cause the orders and decisions of a Board and the Chairman to be carried out.
(ii)	The Secretary shall take all possible steps to ensure that the funds of a Board are spent on purpose for which they are provided.
(iii)	All meetings of a Board and the Committees shall be convened by the Secretary under the direction of the Chairman. While preparing the agenda for a meeting of a Board or a Committee, the Secretary shall carry out the directions of the Chairman given in this respect and no item shall be placed on such agenda or be considered in the meeting without the previous permission of the Chairman.
(iv)	The Secretary shall record the minutes and maintain the records of the proceedings of a Board and the Committees.
(v)	The Secretary shall conduct the official correspondence of the Board under the authority of the Chairman except the correspondence relating to the conduct of examinations.
(vi)	All fees and dues payable to the Board, and all sums received by the Secretary, shall be credited without delay to the account of the Board in a Government Treasury or a Bank approved by the Board.
(vii)	The Secretary shall issue to successful candidates on behalf of the Board, in the prescribed form, certificates of having passed the examinations held by the Board.

JOB DESCRIPTION	
CONTROLLER OF EXAMINATIONS	
(i)	The Controller of Examinations shall, subject to the control of the Chairman, be incharge of the examination sector of the Board.
(ii)	To make arrangements for the conduct of all examinations of the Board.
(iii)	To conduct official correspondence of the Board relating to the examinations.
(iv)	To perform such other duties as may be assigned to him by the Chairman from time to time.

**JOB
DESCRIPTION
OF THE
BRANCHES OF
SECRETARY
WING**

ADMN. BRANCH	
Deputy Secretary (Admn.)	Assistant Secretary (Admn.)
JOB DESCRIPTION	
Overall supervision of the affairs of Admn. Branch	Overall supervision of the affairs of Admn. Branch
Name of the Section	
Establishment	<ul style="list-style-type: none"> (i) To deal with recruitment / appointment of the employees from BS-01 to BS-17. (ii) Preparation of Working Paper for promotion of employees from BS-01 to 18. (iii) To deal with disciplinary cases of the employees. (iv) To deal with transfer, posting of employees and other allied issues. (v) To maintain Personal Files of employees.
Salary and Pension	<ul style="list-style-type: none"> (i) Preparation of bills for salaries, honorarium and leave encashment of the employees as well as salary of Muawans. (ii) Preparation of bills for pensioners and Group Insurance. (iii) To deal with the cases of Benevolent Fund of employees of all categories. (iv) To maintain Service Book of all employees from BS-01 to BS-18. (v) Deduction of Income Tax from the salary of employees and deposit the same in the Government Treasuries.

FINANCE BRANCH	
Assistant Secretary (Finance)	
JOB DESCRIPTION	
Overall supervision of the affairs of Finance Branch	
Name of the Section	
Finance Income (i)	<ul style="list-style-type: none"> (i) To verify challan forms of SSC regular and private candidates, to write letters to fee defaulters. (ii) To verify certificate fee, admission fee deposited with triple fee and fine, registration fee and migration fee. (iii) Refund of fee cases
Finance Income (ii)	<ul style="list-style-type: none"> (i) To verify challan forms of Intermediate regular and private candidates, to write letters to fee defaulters. (ii) To verify certificate fee, admission fee deposited with triple fee and fine, registration fee and migration fee. (iii) Refund of fee cases.

Scholarship	(i)	To deal with all correspondence regarding scholarship of the students.
	(ii)	To deal with bills of Center Superintendent, Distributing Inspectors of SSC and Intermediate Examinations.
	(iii)	To prepare all cheques of scholarship, Center Superintendents and Distributing Inspectors.
Expenditure (i)	(i)	Preparation of cheques of all kind of payments and their dispatch.
	(ii)	To deal with House Building Loan and deduction of taxes.
	(iii)	Advances and its adjustments, to deal with House Building, Car, Motor Cycle and marriage loans.
	(iv)	Preparation and submission of cheques to FBR, PRA and Sales Tax and to deal with FBR Department.
Expenditure (ii)	(i)	Payment of bills of R.I, M.I, D.I and their T.A/D.A.
	(ii)	Payment of bills of firms D.G.P.R., Inquiry Officers, Legal Advisors, Imprest Physical Education and miscellaneous payments (STDC, Marriage Grant to retired employees and their pension contribution.
	(iii)	To deal with the Medical Bills of Board Employees, Practical Laboratory bills, Duplicate Cheque and bills of supervisor staff.
	(iv)	Bills of payments of Officers and officials of the Board who perform central marking duty, bills for payment of Committees regarding Date of Birth, Name and Father Name, bills for payment of visiting schools and colleges for affiliation, bills regarding payment of conveyance allowance to Head Examiners for checking of answer books, bills of Scrutiners and refreshment bills of Personal Staffs etc.
	(v)	All T.A./D.A. bills regarding practical, Danish School and Board Employees, Paper Setters and all refreshment bills of Officers of the Board.
F.R. Section	(i)	To deal with bills of Paper Setters of SSC, Intermediate Examinations, Dispatch of cheque and Duplicate Cheque.
	(ii)	Preparation of cheque of Sub-Examiners/Head Examiners (Theory/Practical) and their Duplicate cheques.
	(iii)	Preparation of Central Marking Bills regarding Head Examiners and Sub-Examiners of SSC/Intermediate Examinations.
Audit-II	(i)	To conduct External Audit, Preparation of replies of audit objections and to preserve its record.
	(ii)	To collect Tax Exemption Certificate from FBR and to submit ON-LINE return regarding finances of the Board.
Budget Expenditure	(i)	Preparation of annual budget of the Board, Preparation of month wise classification of expenditure statement, Preparation of expenditure budget register and to affix budget stamps on all kind of payment bills.
	(ii)	Proof reading of issued cheques, Affixed vouchers number on all payment bills, Verification of SSC and Inter fee challans, Verification of other miscellaneous fee challan.
	(iii)	Re-conciliation of Bank Statement of Main Fund Account No.01230001018403.

	(iv)	To report duplicate cheques and maintain reduce register and make Correspondence with Bank.
	(v)	To prepare re-appropriation cases and prepare the statistics report as per Authority requirement.
Budget Income	(i)	Re-conciliation of Board Accounts, fee challan with HBL Branches, Correspondence to HBL Branches.
	(ii)	Preparation of daily account register, classification register, General Cash Book and Cash Book of Pension Fund and Benevolent Fund.
	(iii)	Preparation of annual Budget, Investment of Board Funds, Preparation of Income Statement, Statistics Report as per Authority requirement and deal Government Letters regarding financial matters.
	(iv)	Safe custody and issuance of Blank Cheque Books to Cheque Writers.
Budget Computer Wing (Income Side)	(i)	Data Entry and correction of fee challans of various Income Heads
	(ii)	Data Entry/Correction of Admission Fee challans of SSC and Intermediate Private/Regular students, Correction of Registration fee challans, Processing and Generation of admission/registration fee reports after re-conciliation of fee vouchers to CMD/Income Data for proof reading.
	(iii)	Processing and Generation of reports of various Income Heads for reconciliation, ON-LINE uploading of CMD Account statements for the verification of fee challan on daily basis.
	(iv)	Processing and Generation of various Income reports, Processing and Generation of excess/less variance credit amount statements for all HBL Branches and correspondence with HBL Branches regarding excess/less various amount statements.
	(v)	Preparation and Generation of Cash Book and Preparation of statements in various sorting orders.
Budget Computer Wing (Expenditure Side)	(i)	Data Entry/Correction for the payment of Supervisory/Marking and other Staff Bills.
	(ii)	Processing and Generation of Supervisory/Marking and Other staff Payment Bills and Budget/Audit Sanctioned Summary Statements.
	(iii)	Online transfer of supervisory/Marking and Other Staff Payments to the Bank via Bank prescribed Email Format.
	(iv)	Data Entry/Correction of Payment Cheques for various expenditure heads.
	(v)	Processing and Generation of Expenditure Vouchers statements and Summary Reports.
	(vi)	Processing and Generation of Cash/Uncashed and reduced Cheques on monthly basis.
	(vii)	Processing and Generation of statements of Expenditure Classification for all Expenditure Heads.

RECOGNITION BRANCH	
DEPUTY SECRETARY (RECOGNITION)	
JOB DESCRIPTION	
Overall supervision of the affairs of Recognition Branch	
Name of the Section	
Affiliation	(i) To deal with the cases of affiliation of institutions.
	(ii) To deal with the cases of extension in the affiliation of the institutions.
	(iii) To allot code to the affiliated institutions.
	(iv) To visit/inspect institutions for granting affiliation.
Recognition	(i) To deal with the cases of correction in Names, Father Names and Date of Birth of the candidates.

LITIGATION BRANCH	
ASSISTANT SECRETARY LITIGATION	
JOB DESCRIPTION	
Overall supervision of the affairs of Litigation Branch	
(i)	To deal with Court cases.
(ii)	To deal with the matters of appointment of Legal Advisors.
(iii)	To deal with fee bills of Legal Advisors/Standing Councils.

MEETING SECTION	
SUPERINTENDENT	
JOB DESCRIPTION	
Overall supervision of the affairs of Meeting Section	
(i)	To make arrangements for meeting of Board, Appointments Committee, Finance Committee and Committee of Courses
(ii)	To prepare syllabus for SSC/Intermediate and their Model Papers.
(iii)	To prepare and collect agenda items for meeting of the Board and Minutes of the meeting be forwarded to Members. To issue notifications regarding decision of the Board.
(iv)	To make correspondence for the Appointments of Member Board, Finance Committee and Committee of Courses and make arrangements for Position Holders of SSC and Intermediate Examinations for Prize Distribution.
(v)	To make arrangements for functions of the Employees retiring from the service of the Board and issuance of certificates to this effect.
(vi)	To make arrangements for refreshment of every meeting.

REGISTRATION BRANCH & R&D SECTION		
ASSISTANT SECRETARY (REGISTRATION/R&D)		
JOB DESCRIPTION		
Overall supervision of the affairs of Registration Branch and R&D Section		
Name of the Section		
Registration	(i)	Issuance of schedule for admission in institutions in 9 th and 11 th classes and submission of registration of regular students, checking of the eligibility of regular students.
	(ii)	To make correspondence with the institutions regarding discrepancies found in the returns and to issue Registration Cards.
	(iii)	Issuance of Migration Certificates of all sorts.
R&D	(i)	To receive Dak By Hand, By Post, Make entry in Computer according to Branch wise and pass on to concerned Branches.

TRANSPORT CELL		
SUPERINTENDENT		
JOB DESCRIPTION		
Overall supervision of the affairs of Transport Cell		
	(i)	To maintain fitness of official vehicles, to maintain Annual Token of vehicles.
	(ii)	To deal with auction of official vehicles and purchase of new vehicles.
	(iii)	To maintain Log Book of official vehicles.
	(iv)	To provide official vehicles to Employees as and when required after completion of all codal formalities.

FACILITATION CENTER		
DEPUTY SECRETARY (FACILITATION CENTER)		
JOB DESCRIPTION		
Overall supervision of the affairs of Facilitation Center		
	(i)	To issue Bank Challan, Duplicate Result Card, Attestation of Result Card and Certificates.
	(ii)	Issuance of NOC, School to School Migration, College to College Migration and Board to migration. To facilitate the candidates regarding Date of Birth, Change in Name and Father's Name cases.

WELARE OFFICER	
JOB DESCRIPTION	
(i)	To guide the employee and pensioners with respect to their pension papers, to facilitate the disabled persons who visit the office for official business.
(ii)	To ensure timely delivery of family pension, financial assistance and other benefits to families of deceased employees.
(iii)	To keep close liaison with other Departments for updation of Government Notifications regarding welfare of family of the deceased employee and to visit residential area of pensioners for physical verification with respect to family pension cases.

ESTATE OFFICE	
JUNIOR ESTATE OFFICER	
JOB DESCRIPTION	
(i)	To book examination centers at 49-A Lawrence Road, Lahore for various Departmental Examinations, To receive amount thereof and deposit in the Board account.
(ii)	Making arrangements for cleanliness of both the Board Buildings, Setting of chairs for conduct of examinations at 49-A Lawrence Road, Lahore and make contact with Engineering Cell for any technical work in this regard.
(iii)	To make mutual agreement with the consultation of Conduct Branch with University of the Punjab regarding conduct of examinations i.e. SSC, Intermediate, B.A., M.A. and L.L.B. in Board & University Cluster Centers.
(iv)	To make contract of rent between Board and the Post Office situated in the Board premises.
(v)	To make allotment of quarters to C-Class employees according to Government rules.

STORE BRANCH	
ASSISTANT SECRETARY (STORES)	
JOB DESCRIPTION	
Overall supervision of the affairs of Store Branch	
(i)	To prepare tenders / tender documents for procurement of items through Bulk Purchase Committee in accordance with PPRA Rules.
(ii)	Purchase of items below amounting Rs.70,000/- through Petty Purchases.
(iii)	To make contracts / agreements with different companies/firms for the purchase / maintenance / repairing of all kind of items.
(iv)	Sale of syllabus / Affiliation Booklets / provision of file covers / envelopes and other printed material for office use.

ENGINEERING CELL	
ASSISTANT ENGINEER (MAINTENANCE)	
JOB DESCRIPTION	
(i)	To maintain the working condition of electricity items, Sui Gas, Generator, Lifts, Turbines, Tube well, Telephone.
(ii)	To perform plumberring, carpentring and other electric and mechanical works.
(iii)	To prepare estimated costs according to MRS/B&R, to prepare PC-I / MB-I and preparation of bills for payments.
(iv)	To make arrangements for annual repair of the buildings of BISE, Lahore situated at 86-Mozang Road and 49-A Majeed Nizami Road, Lahore.
(v)	To make arrangements for the repair of Tables, Chairs and Iron Safe for office use.

PHYSICAL EDUCATION (MALE / FEMALE)	
DIRECTOR PHYSICAL EDUCATION	
JOB DESCRIPTION	
(i)	To make arrangements for various sports games at the level of Inter Collegiate / Inter District and School.
(ii)	To issue certificates / Trophies to 1 st , 2 nd and 3 rd position holders in games.
(iii)	To adjust advances issued by the Board for games.

GENERAL PRESS	
MANAGER GENERAL PRESS	
JOB DESCRIPTION	
(i)	To print miscellaneous forms for the different Branches as per their requirement.
(ii)	Printing, folding, stitching, embossing and counting of answer books and the stitching of bundles of answer books.
(iii)	Stitching of envelopes for question papers and printing of envelopes of certificates.
(iv)	Printing of caution at the back of Roll No. Slip, printing and numbering of Result Cards.
(v)	To print signatures of Secretary on Certificates.
(vi)	To print Date Sheet, Booklet for examiners and other related documents.

SECURITY CELL	
ASSISTANT SECRETARY (SECURITY)	
JOB DESCRIPTION	
(i)	To maintain security measures with regard to safety of the buildings of the Board situated at 86-Mozang Road and 49-A Majeed Nizami Road, Lahore.
(ii)	To issue visiting Cards to visitors after observing SOPs of COVID-19.
(iii)	To make outgoing and incoming entry in register of official vehicles at Gate No.3.
(iv)	To issue Token to all visitors who enter from Gate No.4 and to employees of BISE, Lahore who park their bikes in the basement.

AUDIT BRANCH	
AUDIT OFFICER	
JOB DESCRIPTION	
(i)	To conduct pre-audit of bills for payments.
(ii)	To conduct post audit and pass all kind of bills for payments.
(iii)	To check that accounts of the Board are properly kept, the state of balance shown therein agrees to the Bank account, to check all payments are supported by vouchers and they are under proper sanctioned

LIBRARY	
LIBRARIAN	
JOB DESCRIPTION	
(i)	To maintain records of books and newspapers.
(ii)	To place Press Cuttings relates to the Board before the Authority.
(iii)	To issue books to employees of BISE, Lahore and maintain their record.
(iv)	To facilitate visitors by providing Gazette Notification and past papers.

PUBLIC RELATIONS OFFICER	
JOB DESCRIPTION	
(i)	To make liaison with Print and Electronic Media personnels.
(ii)	To place Press Cuttings relates to the Board before the Authority.
(iii)	To issue Press release/rebuttal regarding affairs of the Board as and when directed by the Authority to News Editors of different newspapers.
(iv)	To issue tenders / advertisements for publishing in newspapers to DGPR.

RESEARCH BRANCH	
RESEARCH & COORDINATION OFFICER	
JOB DESCRIPTION	
(i)	Research analysis of results on the basis of Secondary School Certificate and Intermediate Examinations.
(ii)	To prepare statistics regarding results Gender wise at Secondary School Certificate/Intermediate level for Federal Bureau of Statistics, Islamabad.
(iii)	To conduct trainings/workshops for capacity building of Board employees as well as Paper Setters/Head and Sub Examiners, Assistant to Head Examiners, Distributing Inspectors and Mobile Inspectors for Secondary School Certificate and Intermediate Examinations at District & Division level.
(iv)	To coordinate and deal with all kind of IBCC assignments like National Competitions at Regional level like Qirrat, Naat, Debate (Urdu/English) and National Songs.
(v)	Making all necessary arrangements for Prize Distribution Ceremonies hosted by Chief Minister's Secretariat in the honour of toppers of all Nine Boards in Punjab for Secondary School Certificate and Intermediate Examinations.
(vi)	To coordinate all kinds of Chief Minister's assignments like Essay Writing Competition, Distribution of Laptop among topper students.
(vii)	Making all necessary assignments like finalization of selection criteria, selection of students and preparation of their documents etc. regarding visit of top position holders to top ranking universities of European country.

**JOB
DESCRIPTION
OF THE
BRANCHES OF
CONTROLLER
WING**

SECURITY BRANCH	
Deputy Controller (Secrecy)	Assistant Controller (Secrecy)
JOB DESCRIPTION	
Overall supervision of the affairs of Secrecy Branch	Overall supervision of the affairs of Secrecy Branch
Name of the Section	
Secrecy General	(i) To prepare instructions for paper marking with respect to Secondary School Certificate and Intermediate Examinations.
	(ii) Engagement to Assistant to Head Examiners for super checking of answer scripts.
	(iii) Appointment of Quality Assurance Coordinators with respect to marking of the scripts.
Discipline	(i) To deal all UMC cases.
Secrecy Examiner	(i) Make arrangements for the conduct of meeting of Committee of Courses and Appointment Committee regarding Paper setters, Head Examiners and Sub-Examiners for the Secondary School Certificate and Intermediate Examinations.
	(ii) Appointment of Paper Setters, Head and Sub-Examiners.
	(iii) To deal with Central Marking of the answer scripts for Secondary School Certificate and Intermediate Examinations and Preparation of bills for Paper Setters, Head and Sub-Examiners.
Award	(i) Collection and arrange of awards for feeding.
	(ii) Collection, arrange of bubble awards for feeding.
Secrecy Answer Book (SS)	(i) Collection of bundles of solved answer books from designated Branches of Banks and handover to CSO for sorting bundles Subject Wise and Group Wise.
	(ii) To receive bundles of answer book from CSO and deliver to different marking centers.
	(iii) To exchange bundles of answer book with other Boards according to Exchange Programme.
	(iv) Collection of Practical Answer Books and rechecking applications.
Secrecy Answer Book (Inter)	(i) Collection of bundles of solved answer books from designated Branches of Banks and handover to CSO for sorting bundles Subject Wise and Group Wise.
	(ii) To receive bundles of answer book from CSO and deliver to different marking centers.
	(iii) To exchange bundles of answer book with other Boards according to Exchange Programme.
	(iv) Collection of Practical Answer Books and rechecking applications.

CHIEF SECRECY OFFICER (SS)	
JOB DESCRIPTION	
(i)	Preparation of keys, allotment of bundles on Secrecy Memos subject-wise. Preparation of sets of Secrecy Memos, Award-lists and packet memos. Preparation of allotment files subject-wise for coding the scripts.
(ii)	Coding of scripts, their packing in cloth bags and sent for marking after proper sealing.
(iii)	Sending of the coded scripts in other Boards under Inter-Board Exchange Program.
(iv)	Receiving of the marked bundles and comparison of award-lists. Clearance of R.L./M.L. cases.
(v)	Checking of the scripts of the position holder candidates.
(vi)	Re-checking of scripts of those candidates who apply for the same.

CHIEF SECRECY OFFICER (INTER)	
JOB DESCRIPTION	
(i)	Preparation of keys, allotment of bundles on Secrecy Memos subject-wise. Preparation of sets of Secrecy Memos, Award-lists and packet memos. Preparation of allotment files subject-wise for coding the scripts.
(ii)	Coding of scripts, their packing in cloth bags and sent for marking after proper sealing.
(iii)	Sending of the coded scripts in other Boards under Inter-Board Exchange Program.
(iv)	Receiving of the marked bundles and comparison of award-lists. Clearance of R.L./M.L. cases.
(v)	Checking of the scripts of the position holder candidates.
(vi)	Re-checking of scripts of those candidates who apply for the same.

CONFIDENTIAL PRESS	
INCHARGE OFFICER CONFIDENTIAL PRESS	
JOB DESCRIPTION	
(i)	Incharge Confidential Press supervises all the working / activities in the Confidential Press.
(ii)	Conducts and supervises meeting of Equal Weightage Question Papers of SSC & Intermediate Examinations every year as per schedule given by the PBCC.
(iii)	Printing, proof-reading & packing of Question Papers of all examinations i.e. SSC, Intermediate, Practical, Deaf & Dumb, Languages and Brail Language.
(iv)	Packing of Question Papers in the sealed cloth lined envelopes.
(v)	All working relating to Question Papers is being done in the Confidential Press.

TABULATION BRANCH (SS)	
Deputy Controller (SS)	Assistant Controller (SS)
JOB DESCRIPTION	
Overall supervision of the affairs of Secrecy Branch	Overall supervision of the affairs of Secrecy Branch
(i)	To maintain the record of admission forms, check eligibility of the candidates and dispatch discrepancy letters to the candidates.
(ii)	To issue Roll No. Slip to the candidates and prepare the result of the examination.
(iii)	To make corrections in admission forms as requested by the candidate in accordance with rules.
(iv)	To dispatch Result Cards and Certificates to the candidates.

TABULATION BRANCH (INTER)	
Deputy Controller (Inter)	Assistant Controller (Inter)
JOB DESCRIPTION	
Overall supervision of the affairs of Secrecy Branch	Overall supervision of the affairs of Secrecy Branch
(i)	To maintain the record of admission forms, check eligibility of the candidates and dispatch discrepancy letters to the candidates.
(ii)	To issue Roll No. Slip to the candidates and prepare the result of the examination.
(iii)	To make corrections in admission forms as requested by the candidate in accordance with rules.
(iv)	To dispatch Result Cards and Certificates to the candidates.

CONDUCT BRANCH	
Assistant Controller (Conduct)	
JOB DESCRIPTION	
Overall supervision of the affairs of Conduct Branch	
Name of the Section	
Conduct Personnel	(i) To constitute examination centers.
	(ii) To appoint supervisory staff for the conduct of examinations.
	(iii) To prepare bills of all supervisory staff.
	(iv) To appoint Distributing Inspectors and Resident Inspectors and prepare their bills.
	(v) To prepare Building Notice where examinations centers have been constituted.
	(vi) To provide writers to blind candidates.

	(vii)	To appoint officers and officials for monitoring of examination centers.
Conduct Store	(i)	To supply furniture in the examination centers and preparation of bills of the contractor.
	(ii)	To supply answer books, stationary to Superintendent of Examination Centers and after termination of examination received back the stationeries items i.e. Blank Stamp etc.
	(iii)	To make entry all stationary items in the stock Register.
Assistant Controller Conduct (Practical)		
JOB DESCRIPTION		
Overall supervision of the affairs of Conduct Branch		
Name of the Section		
Conduct Confidential (i)	(i)	To appoint practical examiners for the Secondary School and Intermediate Examinations.
	(ii)	Preparation of bills of the examiners.
Conduct Confidential (ii)	(i)	To prepare envelopes for the dispatch of Question Papers for the Secondary School (Annual / Supplementary) Examinations.
	(ii)	To prepare date sheet for the Secondary School Certificate (Annual / Supplementary) Examinations.
	(iii)	To write quantity of question papers on envelopes along with center of examinations.
	(iv)	To deliver sealed envelopes of Question Papers according to center wise to the designated Branches of the Banks.
Conduct Confidential (iii)	(i)	To prepare envelopes for the dispatch of Question Papers for the Intermediate (Annual / Supplementary) Examinations.
	(ii)	To prepare date sheet for the Intermediate (Annual / Supplementary) Examinations.
	(iii)	To write quantity of question papers on envelopes along with center of examinations.
	(iv)	To deliver sealed envelopes of Question Papers according to center wise to the designated Branches of the Banks.

CERTIFICATE BRANCH (SS)		
Deputy Controller Records (SS)		
JOB DESCRIPTION		
	(i)	To issue duplicate/ triplicate/quadruplicate / revised /combined certificates.
	(ii)	To issue detailed marks certificate.
	(iii)	To issue Merit Certificate / Attempt Certificate & Duplicate Result Card.
	(iv)	To verify and attest result cards and certificates.

CERTIFICATE BRANCH (INTER)	
Assistant Controller Records (Inter)	
JOB DESCRIPTION	
(i)	To issue duplicate/ triplicate/quadruplicate / revised /combined certificates.
(ii)	To issue detailed marks certificate.
(iii)	To issue Merit Certificate / Attempt Certificate & Duplicate Result Card.
(iv)	To verify and attest result cards and certificates.

COMPUTER BRANCH	
SYSTEM ANALYST	
JOB DESCRIPTION	
(i)	To develop the Soft-wares and Data Base Systems for the functions performed by the Board such as registration of candidates, conduct of examinations and preparation of results etc.
(ii)	Scanning of Roll and Award part, process the image to convert it in the shape of data and mark corrections of wrong Bubble filling deducted in the process.
(iii)	To perform result data entry from awards and counterfoils, compare the results of both systems and result compilation according to Board prevalent rules.
(iv)	Printing of documents required during conduct of examinations and preparation of results e.g. attendance sheet, result cards and certificate etc.
(v)	To provide On-Line services on the official website of the Board to facilitate candidates and public.

Remuneration, Perks & Privileges	
---	--

	Remuneration, Perks and Privileges are being paid to the employees of the BISE, Lahore as per Government Pay Scales.
--	--